

North Carolina Division of Social Services
NC KIDS FAMILY REGISTRATION FORM INSTRUCTIONS

Which Cases

All approved adoption applicants who are requesting adoption information on special needs children are to be registered with NC Kids upon approval of their pre-placement assessment, unless they are under consideration at that point for a specific child.

- NC Kids will accept registrations only of those adoptive applicants who are requesting special needs children

The **Purpose** of the NC KIDS Family Registration is to identify permanent homes for children in foster care by:

- Maintaining a database of waiting children and waiting families
- To facilitate the identification of permanent homes for waiting children.

Required Timeframes

Agencies should register adoptive applicant with NC Kids after they have conducted an adoptive study, have assessed the applicant as being potentially suitable adoptive parents for children with special needs and where no child is readily available to be placed with the family.

How to Use

The agency that approved the adoption applicant or the adoption applicant should submit the NC Kids Family Registration Form (DSS-1821) and the family's current pre-placement assessment to for family registration to:

NC Kids
NC Division of Social Services
820 South Boylan Avenue
2445 Mail Service Center
Raleigh, NC 27699-2445
Email: nc.kids@dhhs.nc.gov
Fax: 877-625-4374 (Toll Free)

When documenting the child's race and ethnicity use the following guide:

Race	Ethnicity
American Indian or Alaskan Native	Hispanic or Latino
Asian	Not Hispanic or Latino
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	

- Once a signed copy of the pre-placement assessment and the DSS-1821 are received, families will be considered "active" for matching.